HARVARD LONGWOOD CAMPUS

HARVARD ID APPLICATION

Longwood ID Office
677 Huntington Ave
Kresge, Room 119
Telephone 617-432-0389

ID # ___________ _______ __________ /__ issue code

Check all that apply

☐ HMS  ☐ HSPH  ☐ HSDM

Hours of Operation
Mon-Fri 8am to 4pm

Print Name: ___________________________ ___________________________ (M.I)

(Last) (First)

Department ___________________________

Harvard Building ___________________________

Supervisor’s Name (print) ___________________________

Supervisor’s Signature ___________________________

Supervisor’s Phone ___________________________

Status: (Check all that apply)

Officer ___  Staff ___  LHT ___  Harvard Student ____

Do you work in a Harvard laboratory?  □ Yes  □ No

If yes, complete the steps provided on the back of this form

Special notice to all Harvard Employees regarding laboratory animals

The Harvard Longwood Campus is a research facility with certain inherent risks. Working with Laboratory animals has risks. In addition to causing bacterial infection from bites and scratches, some animals carry infectious agents that can be fatal to humans. Exposure to animals can also cause allergic rhinitis, asthma, or allergic reactions. YOU SHOULD NOT TOUCH, TRANSPORT OR CARRY ANIMALS OR THEIR CAGES, FOOD, REFUSE, BEDDING, ETC. UNLESS YOU HAVE HAD THE ADDITIONAL SPECIALIZED TRAINING AND AUTHORIZATION. If your job requires you to work with or come in contact with animals or animal materials, you must be covered under your institutional Occupational Health Program. In addition, the nature of your job may necessitate vaccinations or medical surveillance or both.

Research animals require special handling practices to protect them from human disease and to protect humans from potential animal-borne diseases. If your job requires you to work with or come in contact with animals or animal materials, you must attend required training for the humane care and use of laboratory animals. Please refer to the IACUC website: http://www.hms.harvard.edu/orsp/animal.html or contact iacuc@hms.harvard.edu for access information to the AALAS Learning Library. You may also contact the training staff at the Harvard Center for Comparative Medicine at HCCMtraining@hms.harvard.edu for guidance on necessary training.
Longwood Laboratory Personnel Identification (ID) Process

This handout explains how laboratory staff working in the Harvard Longwood area obtain a permanent Harvard Identification (ID) card and access required Environmental Health & Safety (EH&S) training within the Harvard Training Portal.

1. Obtain a Harvard ID Number
If you are a Harvard faculty appointment, a staff member, or a student, and do not know your Harvard ID number, ensure that you have submitted all paperwork required for a permanent Harvard ID number to your local Human Resources (HR) representative or Registrar (for students) so they can provide you with your Harvard ID number. You will then need to obtain a Harvard Key (https://key.harvard.edu).

2. Check that you have been added to your PI's training lab roster
Once you have your Harvard ID number, ask your Principal Investigator (PI) or designee to add you to her/his PeopleSoft laboratory roster and to assign the appropriate EH&S training requirements.

3. To take the EH&S training required by your PI, log into the Harvard Training Portal
The day after your PI or designee has added you to the PeopleSoft roster for your lab and assigned your training(s), you will receive email notifications of any required trainings. Use your Harvard key to log into the Harvard Training Portal at https://trainingportal.harvard.edu. Go to your ME tab in the upper left to find and launch the assigned trainings. Once you complete trainings, you will be able to print your certificates from the list of completed courses on your ME page.

4. Get your permanent Harvard ID card at the Longwood ID Office
The Longwood ID Office will collect your lab safety training certificate(s) which should be printed and attached to this ID application form prior to visiting the ID office. You will also need a valid government issued identification card.

For more information, view the EH&S Training page at: https://www.ehs.harvard.edu/training.
If you have further questions, please contact the Longwood EH&S Office at 617-432-1720 or the Longwood ID Office at 617-432-0389.